

LAYOUT
GUIDE

850

XEROX

HIGHLIGHTING TEXT

To Highlight With Shadow Printing

- Type heading.
- Return carrier.
- Reverse Half Line Space twice to return to heading line.
- Depress CODE + $\frac{1}{2}$ BKSP one time.
- Retype heading and continue with document.

To Highlight With a Print Wheel Change

- Depress CODE + 3 (STOP CODE) before typing material to be highlighted.
- Type material.
- Depress (STOP CODE) + 3 again.

During printout, the system will stop before the material to be highlighted - change print wheel and restart printing. System will stop again after printing highlighted material - change print wheel and restart printing.

Justified Text With Left Flush Headings

Example:

PRINCIPLES OF DESIGN The units are designed to accomplish virtually all typing needs, including simple recording and playback, automatically typed letters with the same text to different addressees, as well as work that requires extensive revisions.

In this application, the heading lines must be typed first and then the paragraph typed.

To create this example:-

- Set left margin at heading position, set a tab for paragraph position and set right margin.
- Type PRINCIPLES and carrier return.
- Type OF and carrier return.
- Type DESIGN and carrier return.
- Depress CODE and Half Line Space six times to return to first line position.
- Tab and type paragraph.
- When finished, reformat and print out.

Justified Text With Right Flush Headings

Example:

The units are designed to accomplish virtually all typing needs, including simple recording and playback, automatically typed letters with the same text to different addressees, as well as work that requires extensive revisions.

PRINCIPLES
OF
DESIGN

In this application, the heading lines must be typed first and then the paragraph typed.

To create this example:-

- Set left and right margins at left and right sides of paragraph.
- Set a tab beyond the right margin for the last character in the heading.
- Tab, depress CODE + l, type PRINCIPLES and carrier return.
- Tab, depress CODE + l, type OF and carrier return.
- Tab, depress CODE + l, type DESIGN and carrier return.
- Depress CODE + Half Line Space six times to return to first line position.
- Type paragraph.
- When finished, reformat and print out.

PARAGRAPH INDENT

First Line Indentation

Set desired tabs in Format Tab Line. Use the Upper Tab Key to indent the first line. All following paragraph lines will begin at left margin.

Indented Paragraphs

Set desired tabs in Format Tab Line. Use the Lower Tab Key to indent the first line. All following paragraph lines will begin at indent level.

Justified Text With Hanging Indent

Example:

Bavelas, A., "Communication Patterns in Task
Oriented Groups," Journal of Acoustical
Society of England, Vol. 22, No. 3 (1950) pp.
725-730.

To tell the system to indent all the lines of a paragraph, the Paragraph Indent Tab (lower tab key) must be recorded on the first line of each paragraph.

Cont'd.....

To create this example:-

- Set margins and a tab for indent level.
- On first line, tab one time with lower tab key, hold down CODE and backspace to left margin.
- Type first line. When carrier is returned automatically, it will return to indent level.
- When finished, reformat and print out.

Justified Text With a Run-Around

There may be times when you will need to change formats in the middle of paragraphs to accommodate pictures or drawings. This type of page layout is referred to as a "run-around".

Example:

This is an example of a left flush "run-around" for the addition of a picture or drawing in the final page of composition. It is created by typing the document originally using a format to accommodate the longest lines. When the typing is finished, the document is reformatted for correct printout.

Example:

This is an example of a right flush "run-around" for the addition of a picture or drawing in the final page composition. It is created by typing the document originally using a format to accommodate the longest lines. When the typing is finished, the document is reformatted for correct printout.

To create this application:-

- Set the format to accommodate the longest lines in the paragraph.
- Type document and reformat.
- Move cursor to beginning of short lines.
- Set another format at this point to accommodate short lines.
- Reformat from this point.
- Move cursor to end of short lines.

- Set another format changing the margins back to original settings.
- Continue until all "run-arounds" are taken care of.
- Store document. It will always print correctly in a justified mode. If revisions are made later, it will be necessary to reformat following above steps again.

Justified Text With Hanging Indent at More Than One Level

Example:

For further information contact Education Extension, Centre for Continuing Education, University of Saginaw, Vancouver, Washington.

NOTICE: Make all cheques payable to REGISTRATIONS. Mail to Centre for Continuing Education, University of Saginaw, Vancouver, Washington.

All course materials will be supplied by the University and will be available in the classrooms.

There are two ways to create this example:-

1.
 - Using upper tab key to indent first line, type first paragraph.
 - Using lower tab key, tab one time, hold down CODE and backspace to left margin.
 - Type the word NOTICE. Using lower tab key, tab (this is second tab on line) and type paragraph.
 - When finished reformat and print out.
2.
 - Using upper tab key to indent first line, type first paragraph.
 - Type the word NOTICE: and carrier return.
 - Depress CODE + Half Line Space twice to return to first line of paragraph.
 - Using lower tab key, tab twice and type paragraph.
 - When finished, reformat and print out.

Justified Columns of Text

If your application calls for justified columns of text, follow the steps shown after the example.

Example:

<u>Column I</u>	<u>Column II</u>	<u>Column III</u>
When the material you are typing is going to be printed out in two or more justified columns, follow these simple steps. Type it in one long continuous column. Then set PAGE STOP AT to the desired number of lines for each column and reformat.	When the reformatting is completed and you have accepted the page ending, search to the format following each page end and change it to the next columns margins. For instance this was typed with margins of 15 and 35. PAGE STOP AT was set	for 15 and the document was reformatted. After the reformat, the format codes following each page end code were searched to and the margins changed to accommodate the second and third column printouts.

To centre the headings for this example:

- Determine margins for each column. In the example, the margins were: Column I - 15 and 35; Column II - 40 and 60; Column - 65 and 85.
- Move carrier a space or two away from left margin for optional centering. Depress CODE + 4 (Centre), change margins to 15 and 35 and accept, type first heading.
- Depress Code + 4, change margins, type next heading, etc.

To type the columns for this example:

- Using the format for first column, type in one long continuous column.
- When finished, set the option PAGE STOP AT to the desired column length and reformat.
- When reformatting is completed, search to the format codes following the Page End Codes and change the margins to accommodate the next column and reformat. Continue this process for each column.
- When printout stops at page end, manually roll the platen back up to the first line.
- Restart printing, the system will read the format, move the printer and print out the next column.

Justified Columns of Different Line Lengths

When two or more columns are different lengths but must begin on the same line, follow the instructions shown after example.

Example:

JUSTIFY	Options message. When activated, automatically prints each full line with exactly even right and left margins.	Touch STOP to return to action point.
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To create this example:-

- Set format for first column.
- Type first column.
- Hold down CODE + Half Line Space until carrier has returned to first line.
- Set format for second column.
- Type second column
- Hold down CODE + Half Line Space until carrier has returned to first line.

- Set format for third column.
- Type third column and end it with enough carrier returns to be in a position to type next item.
- Set format for next item and continue.

Headings and Footings

When using the same page heading or footing on every page, add it to the document after paginating. If the heading or footing is 15 characters or less, type it in the option SP. PAGE NO. and select desired printout position in the option AUTO PAGE NUMBER. The system will automatically print the material on each page during printout. It will not be stored with the document.

When the heading or footing is longer than 15 characters, paginate the document using a lower line count in the option PAGE STOP AT to accommodate the addition of the heading or footing. When the document is paginated, create a programme to search to Page End Codes, move to the correct position, and add in the heading or footing.

Right Flush Text Paragraphs

For emphasis, you may want to right flush your paragraphs.

Example:

This is an example of using right flush lines of text. It can be used to create emphasis within a document. It is accomplished by simply tabbing on each line and inserting a right flush code.

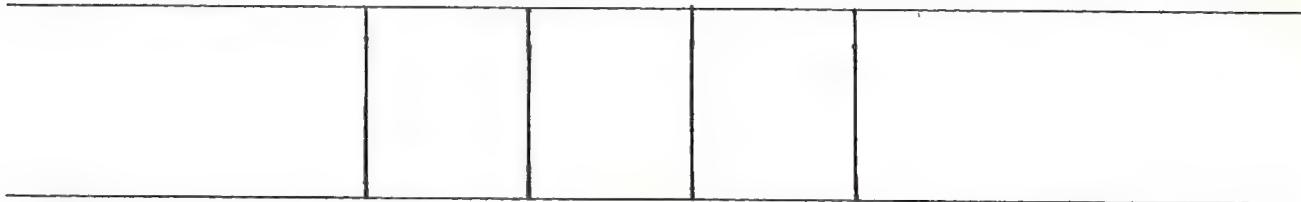
To create this example:-

- Set a tab at right margin
- Tab to right margin.
- Depress CODE + L.
- Type line of text and return the carrier.
- Continue this procedure for each line of paragraph.

Drawing Vertical Lines

Vertical lines may be drawn at the typewriter by using the number "1" key and the Gothic print wheel.

Example:



To create this example:-

- Insert a Gothic print wheel.
- Set a format with the left margin at the position for the first vertical line.
- At left margin, type the number 1 and return the carrier.
- Depress CODE + Half Line Space and type 1, again.
- Continue until the line is the desired length.
- Depress CODE + Half Line Space until the carrier returns to the beginning of the first line.
- Set another format with left margin at position for next line.
- Draw second line.

To Centre Around a Unique Point

- Move carrier to position.
- Depress CODE + 4.
- Display will show CENTRE BETWEEN and the current margin settings.
- Note scale position number. (Remember, read lower scale for 12 or PS and upper scale for 10 pitch).
- Enter the number twice, for example: CENTRE BETWEEN 15 15. System will then centre over that position, i.e. over 15.

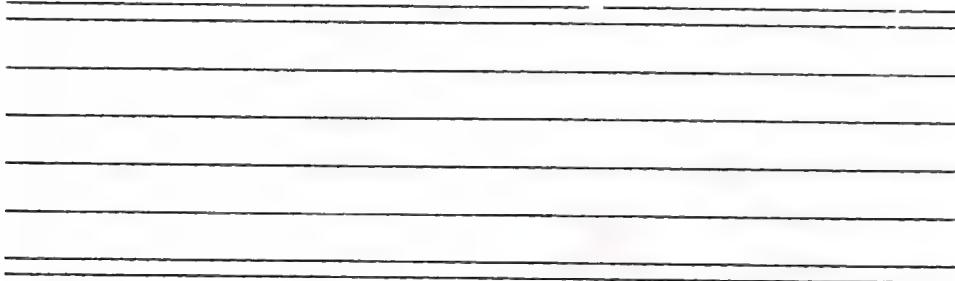
or

- Enter a number for left side and another number for right side of a column, for example: CENTRE BETWEEN 15 25. System will then centre over the centre point between these two positions, i.e., over 17.5.

Drawing Horizontal Lines

When typing a form with many horizontal lines, use special instruction tabs and CODE + UND to draw the lines.

Example:



To create this example:-

- Set the left and right margins and set a special instruction tab at the right margin position.
- Carrier return and depress CODE + UND for double line.
- Carrier return twice and depress CODE + UND for single line.
- Continue until form is finished.

Variable Footnotes

When there are several pages in your document that have variable footnotes, record the document without any footnotes and then record all the footnotes in a separate document. When typing is complete, change the line count in PAGE STOP AT to allow room for the addition of the footnotes, reformat and paginate the main document.

Designate the two documents as Alternating Documents and merge in the footnotes on the appropriate pages.

To Superscript or Subscript

- Move below the line of typing as in H₂O, with the Half Line Space Key.
- Move above the line of typing, as in X³, with CODE + Half Line Space Key.

To Right Flush Text

- Move carrier (using space bar or tab) to position where last character should fall.
- Depress CODE + 1 and type text. There will be no printout until a carrier return or tab is typed.

Dot Leaders

When using 10 or 12 pitch, type dot leaders immediately after the words by holding down the repetitive period key, or by alternating the space bar with the period. When using PS, you will need to begin each series of dots on a tab to enable the system to line them up.

Example:

INTRODUCTION	1
The System	3
The Typewriter	4
Pitch Selection	5
The Console	6

To create this example:-

- Set margins at 20 and 75, set tabs at 25 and 30 for the indent levels and set tabs at 32, 34, 36, 38, 40 etc., up to the page number position.
- Type characters, tab to the nearest tab setting and type period - tab - period - tab, etc.

You will find it is easier to type dot leaders with the option PRINT activated. This will enable you to see where to end the dot leaders on each line.

Avoiding Punctuation When Underlining

The 850 recognises a word as a series of characters followed by a space. Therefore, punctuation at the beginning of a word or separating words will be underlined with the UND + WORD command. Sometimes, this is undesirable as shown in the example below.

Example:

(Chicago)

word....word

"as stated"

(Chicago)

word....word

"as stated"

To create this example:-

- Type text.
- Depress RVRSE + CHAR until cursor is to left of position where underlining should begin.
- Depress UND + CHAR and hold down until all desired characters are underlined.

Shadow Printing Within Paragraphs

To shadow print words within a paragraph, you will need to calculate the character value of each word and shadow print each word individually.

Proportional Spacing Character Unit Values

Units Characters

8	m M W % @
7	w A C D G H K N O Q R U X Y &
6	B E F L P T V Z # $\frac{1}{4}$ $\frac{1}{2}$
5	a b c d e g h k n o p q u v x y z J S ? * + = \$ ¢ 1 2 3 4 5 6 7 8 9 0
4	f r s t " /
3	i j l I . , () ! : ;
2	'

Example:

The **work space** is a **storage** device in which **characters are held** temporarily. During **input** they are held in the **work space until stored** or recorded. During **output** they are held in the **work space** while being played out at **the printer**.

To create this example:-

- Type the word - work.
- Add up the **total unit** of each character - w=7, o=5, r=4, k=5 for a total of 21 units.
- Depress CODE and touch $\frac{1}{2}$ -Unit BKSP 43 times. This puts the carrier one-half unit in front of the word.
- Retype the word and continue.

You may also use a coded backspace in conjunction with the $\frac{1}{2}$ -Unit backspace. A Coded Backspace is equal to five units. Therefore, to backspace 21 units (as in the example), you could use 4 Coded Backspaces (20) and two $\frac{1}{2}$ -unit backspaces (1), for a total of 21.

To Backspace Without Deleting

Coding the backspace key de-activates the erase function. Use CODE + Backspace to backspace beyond the left margin or a set tab, or to overstrike a character.

To Create a Required Space

Depress CODE + Space Bar to create a space that will not convert to a carrier return during a reformat, or to create a space that will not be increased or decreased during justified printout.

Lining Up Roman Numerals

Roman numerals are generally aligned from the right side rather than the left.

Example:

I	Text
II	"
III	"
VI	"
V	"

To create this example:-

- Set a tab at position for right side of highest number and another tab for text material.
- Tab and depress CODE + 1.
- Type Roman Numeral and tab again.
- Type text.
- Continue as needed.

Correcting Character Transpositions

- Move cursor between the transposed characters.
- Hold down RVRSE and touch MERGE.
- Characters will instantly change places.